



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO REGION
INDIAN HEALTH SERVICE



We will not accept fax or email applications.

Applications mailed using government postage or through an internal government mail system will not be accepted.

VACANCY ANNOUNCEMENT

NAO-09-21

OPENING DATE

04-30-2009

CLOSING DATE

05-13-2009

POSITION:

Human Resources Assistant (0A)

LOCATION AND DUTY STATION

Northern Navajo Medical Center
Division of Human Resources
Shiprock, New Mexico

SERIES, GRADE AND SALARY

GS-203-05 \$30,772 - \$40,005 per annum

GS-203-06 \$34,300 - \$44,589 per annum

NUMBER OF VACANCIES

One (1) PCN: 5303-03

APPOINTMENT

Permanent

WORK SCHEDULE

Full- time

AREA OF CONSIDERATION

Community Area

SUPERVISORY

None

PROMOTION POTENTIAL

Yes, to Grades: GS-06

HOUSING

Private housing only

TRAVEL/MOVING

No expenses paid.

SUMMARY OF DUTIES: The incumbent provides the Human Resources Staff with technical support and assistance in all phases of the Human Resources Program (Receptionist, Staffing/Recruitment, Background Investigation, and Timekeeping). The incumbent receives telephone calls and visitors and provides information about job announcements, application procedures, requests for personnel forms, status of selection rosters, etc. Receives, reviews and logs all incoming mail and correspondence, routes to appropriate staff member. Using computer skills completes Human Resources forms and reports. Processes electronic training requests, travel orders and vouchers for staff members, requisitions for supplies and equipment through the Unified Financial Management System (UFMS). Screens and accepts employment applications for a variety of occupations insuring completeness and receipt of all required documents. Assist applicants with application by explaining need for required documents, employment processes, i.e. Veteran Preferences, Indian Preferences, typing proficiency certificates, etc. Establishes and maintains subject matter and other files necessary for conduct of some aspects of the work on the Human Resources Program, including personal and confidential files. Ensures proper supplies and office equipments are maintained to keep the efficiency of the office at an acceptable level. Serves as Timekeeper for personnel in the Shiprock Human Resources Department. Carries out most administrative duties independently of supervisor's direction. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC REQUIREMENTS: GS-05 level: Applicant must have 52 weeks of specialized experience equivalent to the GS-04 level.
GS-06 level: Applicant must have 52 weeks of specialized experience equivalent to the GS-05 level.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



QUALIFIED: Experience that equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform fully the duties of the position, and that is typically in or related to the position to be filled. Examples of the type of experience: knowledge and understanding of the Personnel management functional program in the areas of Placement/Recruitment, Classification, Timekeeping and Federal Benefits. Extensive daily communication with managers/supervisors, co-workers, employees, and the public to explain procedures on matters relating to the Federal hiring process and procedures.

PROFICIENCY REQUIREMENTS: In addition to meeting experience or education requirements, applicants **MUST** show possession of ability to type 40 words per minute based on a 5-minute sample with three or fewer errors. Applicants may meet these requirements by passing the appropriate performance test by presenting a certificate of proficiency from a school or other organization authorized to issue such certificates. Proficiency test results and certificates are acceptable from 3 years from date of result. **TYPING PROFICIENCY CERTIFICATE MUST BE ATTACHED TO YOUR APPLICATION.**

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-05; Successful completion of 4 years of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable. This education must have been obtained in an accredited business school, junior college, college or university.

SELECTIVE PLACEMENT FACTOR: None

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position in grade GS-05 or below if: (1) The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or (2) He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or (3) He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-04 level to qualify for the GS-05 level; at the GS-05 level to qualify for the GS-06 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment; time-in-grade, and qualification requirements by closing date of this announcement.

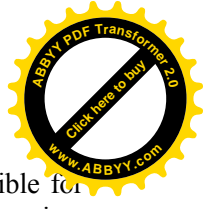
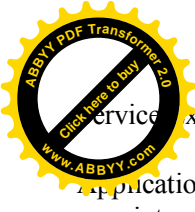
CONDITION OF EMPLOYMENT: Immunization Requirements - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE Refer to OPM Handbook Operating Manual Qualification Standards Handbook or the I.H.S. Excepted Service Qualification Standards, Series GS-203 for complete information. In order to obtain educational credit, you are required to provide official college transcripts by the closing date of this announcement. For more information, contact your servicing Personnel Office.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates; Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal Service) and from current permanent IHS employees in the Excepted Federal Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement Eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their employment application whether their application is submitted under the IHS Excepted



Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veteran's Readjustment Act, the severely handicapped, those with 30% or more compensable service-connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a Federal employee you may be entitled to receive special priority consideration under the ICTAP. To meet this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your applicant package. The following categories of candidates are considered displaced employees.

A. Current or former career or career conditional (tenure group I or II competitive service employees who:

1. received a specific RIF separation notice: or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place: or
3. Retired with a disability and whose disability annuity has been or is being terminated: or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF" or
5. Retired under the discontinued service retirement option: or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

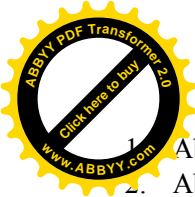
OR

B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under sections 8337 (h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or latest) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications, provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishments and degree of responsibility.

The KSAs in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:



1. Ability to analyze in order to interpret and apply rules and regulations.
2. Ability to work independently.
3. Ability to maintain confidentiality.
4. Ability to communicate orally.
5. Knowledge of various computer software and programs.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Navajo Area Indian Health Services, Division of Human Resources, PO Box 9020, Window Rock, Arizona, 86515 by close of business on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. **Resume; or
3. **Any other written application format

PLUS

- BIA Form 4432, if applicable
 - OF-306, Declaration for Federal Employment
 - Addendum for Child Care & Indian Child Care Worker Positions Form
 - Any other necessary documentation pertinent to the position
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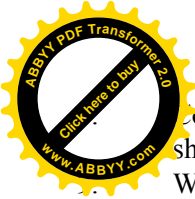
Applicant claiming Indian Preference, must submit a copy of an official Bureau of Indian Preference Certificate, Form 4432 (or equivalent form issued by the Tribe authorized by PL 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA official, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled member.

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

NOTE: Form OF-306 “Declaration for Federal Employment” and Addendum to OF-306, BOTH forms must be completed and submitted with original signature to determine your suitability for Federal Employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding YES to any one of these questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

****INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats **must** contain all of the information listed as follows **in sufficient detail** to enable the personnel office to make a determination that you have the required qualifications for the position. **Specifically,** the information provided under #8 (High School), #9 (College and Universities) and # 10 (Work Experience) will be used to evaluate your qualifications for this position. Failure to include any of the information listed below may result in loss of consideration for this position.

1. Announcement Number, Title and Grade of the Job for which you are applying;
2. Full Name, Mailing Address (zip code) and Day/Evening telephone numbers (area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate, DD-214, indicating Discharge and/or SF-15, if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Highest Federal civilian grade held (give series and dates held);
7. High School - Name, City, State, (zip code), and date Diploma or GED received;



- Colleges and Universities - Name, City, State, (zip code), Majors, type and year of any Degrees received (if no degree, show total semester or quarter hours earned);
- Work experience (Paid and non-paid) - Job title, duties and accomplishments, employer's name and address; Supervisor's name and phone number; **starting and ending dates (month/year)**; **Hours worked per week**, and Salary (hourly rate).
10. Indicate if we may contact your current supervisor;
11. Job-related training courses, skills, certificates, registrations and licenses (current only), Honors, Awards, Special accomplishments.

NOTE: Persons who submit INCOMPLETE applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian Preference, education, training and/or experience.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION CONTACT: Geraldine Thompson, Human Resource Specialist, (928) 871-1368

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born **after** December 31, 1959, and you want to be employed with the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: Selection for positions will be based solely on merit with no discrimination for non-merit reason such as Race, Color, Religion, Gender, Sexual Orientation, National Origin, Politics, Marital Status, Physical Handicap, Age or Membership or Non-Membership in an employee organization. Promotions or appointments will not be based on personal relationships or other types of personal favoritism or patronage.

HUMAN RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER NAO-09-021. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOMES THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON YOUR APPLICATION/RESUME AND SUPPLEMENTAL STATEMENTS.



SUPPLEMENTAL QUESTIONNAIRE
Human Resources Assistant (OA)
GS-203-5/6

1. **ABILITY TO ANALYZE IN ORDER TO INTERPRET AND APPLY RULES AND REGULATIONS.** This is the ability to analyze, understand, apply and interpret established regulations and procedures in the areas of Staffing and Recruitment issues which includes: Qualifications, Indian Preference, Veterans Preference, Merit Promotion Plan, etc. What in your background shows you have this ability?

What was the duration of these activities? From: _____ To: _____

Who can verify this information? Please provide a name and telephone number.

2. **ABILITY TO WORK INDEPENDENTLY.** The person in this position must have the ability to work under pressure and changing priorities while meeting deadlines in a busy environment with constant interruptions. This includes the ability to work on his/her own initiative and organizing the work and properly determining priorities. What in your background shows you have this ability?

What was the duration of these activities? From: _____ To: _____

Who can verify this information? Please provide a name and telephone number.

3. **ABILITY TO MAINTAIN CONFIDENTIALITY.** This is the ability to recognize and apply strict confidentiality rules. The person in this position will have access to a variety of confidential information. What in your background shows you have this ability?

What was the duration of these activities? From: _____ To: _____

Who can verify this information? Please provide a name and telephone number.



4. **ABILITY TO COMMUNICATE.** This is the ability to communicate orally, by expressing oneself in a clear and concise manner for a variety of purposes with individuals of various backgrounds both within and outside the organization. What in your background shows you have this ability?

What was the duration of these activities? From:

To:

Who can verify this information? Please provide a name and telephone number.

5. **KNOWLEDGE OF VARIOUS COMPUTER SOFTWARE AND PROGRAMS.** This is the ability to use a computer to manipulate, convert or edit data from various software programs in order to prepare spreadsheets, forms, tables and correspondence. What in your background shows you possess this knowledge?

What was the duration of these activities? From:

To:

Who can verify this information? Please provide a name and telephone number.

CERTIFICATION

I CERTIFY that all of the statements made in the above questionnaire are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of applicant

Date